



**DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES**

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Section 5: Special Management	Revision Date: March 8, 1999
Signature: /s/ by Rick Day, Director 3/8/99	Effective Date: May 1, 1997

I. POLICY:

It is the policy of the Montana Department of Corrections to maintain safe, secure housing for offenders who require a high degree of physical control by virtue of being charged with serious rule violations or who must otherwise be removed from the general population of the facility for safety, security and/or behavioral reasons.

II. AUTHORITY:

53-30-101, MCA. Location and Function of Prisons

46-18-101, MCA. Correctional and Sentencing Policy.

DOC Policy 1.1.1 Purpose, Mission and Management Philosophy.

DOC Policy 3.1.21 Offender Count and Supervision

III. DEFINITIONS:

None.

IV. PROCEDURES:

A. General Guidelines

1. All adult correctional facilities shall operate locked or secure housing units, or individual cells. These units or cells constitute the prime resource for housing offenders who are unmanageable, present a threat to others or themselves, or who for other reasons require removal from the facility's general population.
2. Special design features and procedures within a designated locked unit shall be used to ensure the security of that unit, the facility, and the safety of staff and offenders. These may include additional grilles and other security features, enhanced movement control, searches, and other security procedures necessary to the operation of the unit.

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3. Living conditions in locked housing units must approximate those of the general offender population to the extent that all basic needs are met. Observation of offenders must be maintained, and conversation between staff and offenders permitted.
4. Offenders shall be confined to locked housing unit status for reasons described in this policy and Mental Health Cases in Locked Unit Status. Potentially suicidal offenders may be placed in locked housing unit status in the infirmary if such a facility is available. Direct and continuous staff supervision must be provided. The facility administrator must develop specific reporting, mental health intervention, and supervision requirements for such cases.

B. Release from Locked Housing Units

The facility administrator or designee shall ensure that locked unit status offenders are reviewed and released in accordance with Department and facility policies.

C. Conditions of Confinement

1. Conditions of confinement in locked unit must reflect the least restrictive amount of control necessary to adequately supervise and safeguard offenders and staff.
2. Cells used for locked unit housing must be well ventilated, adequately lighted, appropriately heated, and maintained in sanitary condition at all times.
3. All cells must be equipped with beds that are securely fastened to the floor or wall of the cell.
4. All offenders must be furnished with a mattress and bedding. An offender cannot be held in a locked housing unit without clothing, a mattress, blankets and a pillow except when prescribed by the chief medical/clinical staff or designee, for medical or psychiatric reasons.
5. Whenever an emergency arises that requires variance from approved conditions on a temporary basis, an immediate report must be made to the facility administrator or designee. If an offender is so seriously disturbed or acting out that s/he is likely to destroy clothing or bedding or create a disturbance that would be seriously detrimental to himself or others, medical/clinical and security staff will be notified immediately, and a regimen of treatment and control may be instituted with their concurrence.

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6. Locked unit offenders must have the opportunity to maintain an acceptable level of personal hygiene. They must be provided toilet tissue, a wash basin, a toothbrush, eye glasses, and etc. For safety and security reasons, a retrievable kit of toilet articles may be issued.
7. Medical, personal hygiene, and laundry services must be provided on a regular schedule determined in policy by the facility. In the case of medical services, in-cell visits by qualified staff may be considered as part of the regular medical schedule.

D. Operating Procedures

1. Operating procedures and staff coverage must ensure that the unit is operated safely at all times, and that offenders are personally observed by staff at least every 60 minutes on an irregular schedule.
2. An officer may not open a cell door when in the unit alone. The keys to the outer doors must never be in contact with offenders. The sally-port entrances shall be operated in such a way as to ensure that only properly identified individuals are admitted.
3. General population offenders may not be used to maintain locked housing units, nor are they permitted to enter the unit for deliveries, visits, or any purpose other than as a witness in a disciplinary hearing.
4. Any offender moved out of a cell must be in restraints. The restraints may be removed only when the offender is in a secure enclosure, such as the recreation area, showers, cells, etc., or when performing work detail.
5. Other procedures must be developed for the following topics:
 - C implementing special supervision orders, such as always having two or three staff members present before moving special offenders
 - C strip searching all offenders moving in and out of the unit
 - C enhanced security inspection systems
 - C controls on the issue of matches, smoking materials, and other flammables, including the restriction of such materials in certain areas of locked housing units.

E. Physical Security Features

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Locked unit operational procedures shall specify the necessary physical security features of the unit, including interlocking doors or grilles at entrances, emergency access, capability for restricting water flow, handcuff ports, and food slots in doors, grilles and gates; locking capability for shower enclosures; necessary food service equipment; and other appropriate features of the unit.

F. Property and Contraband Control

1. Property and contraband must be controlled by establishing appropriate facility policies, approved by the facility administrator. These policies shall include a thorough search and inventory of all personal property brought into the unit by an offender, clear guidelines for permissible property retained by offenders, and disposition of non-allowable property.
2. Supervisory staff may remove otherwise permissible items from the cell of an offender in locked unit status when those items are being used by the offender to harm him/her self or others, create a disturbance, or otherwise disrupt the safe and orderly operation of the unit. Such instances must be documented and a copy provided to the Chief of Security or designee.
3. Offenders in locked housing units are allowed significantly fewer items of property, and may be precluded from canteen purchases.
4. All property placed in storage must be thoroughly searched and inventoried, and a copy of the inventory list given to the offender.

G. Locked Unit Offender Programs

The following programs and activities must be available to offenders who are in a non-disciplinary status in locked housing units:

1. Recreation and exercise must be provided at least five times each week. Outdoor recreation must be offered when weather permits. Offenders may be denied access to recreation based upon a written determination that the offender presents a serious danger to himself, others, or facility security. Individual recreation may be used as necessary to prevent assaults and for other management problems.
2. Showers must be offered at least three times each week.

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3. Crisis counseling and other social services may be provided on an in-cell basis. Offenders requiring private counseling may be removed in restraints to a separate room where they must remain under the observation of staff and in restraints.
4. In-cell education programs.
5. Reading materials.
6. Law library materials on a check-out basis.
7. Religious materials and counseling approved by religious representatives.
8. Social and legal correspondence according to facility policy.
9. Canteen purchases may be allowed according to facility policy.
10. Medical services.

Offenders moving to program activities outside of their cells must be in restraints at all times when they are in direct contact with staff. Any refusal to participate in recreation, showers, meals, staff interviews, visits or other major unit activities must be documented.

G. Food Service

1. Meals must be the same as those served to general population offenders.
2. Offenders may not be used to serve food or control food portions.
3. Staff must ensure that food delivered to offenders is at the intended temperature, and that the intended portions are served.
4. All serving equipment must be maintained in sanitary conditions.
5. Offenders who use food, utensils or other meal-related items to disrupt operations or threaten others may be served specially formulated and packaged meals that are nutritionally equivalent to

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those served other offenders. The written authorization of the facility administrator or designee is required for this action, which may not exceed seven consecutive days. A record must be maintained for that offender and placed in the central file upon the offender's release from restricted food status.

H. Other Considerations

1. Disciplinary detention offenders may be housed in the same building as locked housing unit offenders, however they will be handled differently. Most privileges afforded locked housing unit offenders may not be allowed for disciplinary detention offenders. While in detention status, offenders will be allowed:
 - C Medical services
 - C Showers offered at least three times a week
 - C Crisis counseling
 - C Religious counseling
 - C Religious reading material (limited)
 - C Social and legal correspondence
 - C Attorney visits
 - C Restricted exercise.
2. All offenders in locked housing units must be reviewed by the designated staff within 72 hours of admission, and every thirty days thereafter. The offender must be afforded the opportunity to be present. The interview must address the offender's adjustment to his/her present environment, mental health issues, disciplinary problems during the review period, and any concerns the offender may have.
3. Offenders with medical and psychiatric concerns must be handled according to the medical orders for those cases as long as those orders do not conflict with the security needs of the facility. In any case where there appears to be a conflict, the shift supervisor, and if necessary the Chief of Security or designee, shall resolve the issue with the health care professional in charge.
4. Special suicide watch cases as identified by appropriate staff, will be afforded constant supervision. Electronic supervision by television monitors is not a substitute for staff supervision, only an aid. Voice or other communication capability with offenders must be maintained at all

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times. Offenders involved in recreation activity, including those in locked units, shall be subject to direct staff supervision at all times when they are engaged in such activity.

I. Staff Training and Assignment

1. All staff assigned to locked units must receive training that includes information regarding the types of offenders housed in the unit.
2. Courses must be provided in dealing with offenders typically housed in locked units.
3. Training must be provided in the rules which generally govern locked housing units.
4. Special instructive sessions shall be included which address safety and security precautions unique to these units.
5. A basic course should be included covering Department and facility policies governing discipline and the use of the different aspects of locked housing units for particular classifications of offenders.
6. Staff assigned to direct supervision in locked housing units must be rotated in and out of the units at approximately a two year cycle. The rotation must be staggered so there is always experienced staff in the unit to train and work with newly assigned staff.

J. Supervisory Oversight

The following managerial and professional personnel should visit locked units in accordance with the following schedule:

- C Shift Supervisor: Once per shift
- C Health Care Official: Daily
- C Chief of Security: Weekly
- C Warden/Superintendent or designee: Weekly

These visits must be documented in writing according to facility policy.

V. CLOSING: Questions concerning this policy shall be directed to the Facility Administrator.